WELCOME

We are looking forward to welcoming you to the Get Hired UBC Virtual Fair!

This package will cover the following topics to help you prepare for the virtual fair:
1. Event Structure
2. Event Logistics
3. Tips for Success
4. FAQs

Please contact recruit.talent@ubc.ca if you have any questions.
EVENT STRUCTURE

• The virtual fair will be hosted using Zoom Meetings
• Each organization will have a dedicated Zoom Meeting Room ("Booth")
• To join a "Booth", use the Zoom meeting link and associated password
• You will then be placed in a waiting room before being admitted into the room by the organization when they are available
• The way organizations engage with students in the Zoom Meeting Room will vary. Organizations may choose to engage with students in the main Zoom Meeting Room "Booth" or use Zoom Breakout Rooms for smaller group discussions

Privacy: Zoom stores personal information on servers outside Canada. You can maintain your privacy by logging in using only your first name or a nickname, turning off your camera, and muting your microphone.
HOW TO ENTER A “BOOTH”

• Using a web browser, enter the Zoom Meeting link and password of the organization you are interested in
• If you do not already have Zoom, you will be prompted to download the program
• A pop-up will appear
• Select “Open Zoom Meetings”
HOW TO ENTER A “BOOTH”

- After the Zoom app opens, you will be asked to enter the Zoom meeting password associated with the particular organization.
- After entering the password, wait for the organization to admit you into the room.

![Waiting for the host to start this meeting](image-url)
ONCE YOU ENTER (MAIN ZOOM ROOM)

- You will be able to see organization representative(s) once you enter and any other student(s) who may also be present
- We encourage you to join with video on
- Be sure to “Join with Computer Audio”

- You will be muted upon entry
ZOOM MEETING SETTINGS

More information about joining a Zoom meeting can be found here. A video about configuring your audio and visual can be found here.

- Mute/Unmute yourself
- Turn ON/OFF your video
- Chat function
HOW TO SHARE A FILE

- Some organizations may be interested in viewing a copy of your resume
- If you are comfortable sharing it over Zoom, you can share files in the Zoom Chat
- If you are not comfortable sharing your resume over Zoom, you can ask the organization representative you are speaking with for their email to send it directly to them
HOW TO SHARE A FILE

1. Open the Zoom Chat
2. Select the individual you would like to share your file with
3. Select the file icon to choose your file
TIPS FOR SUCCESS

Before the event:

• Login to CareersOnline to view which organizations are attending, what positions they are hiring for, and how best to prepare for your interactions with them.

• Research organizations, current job listings and come prepared with specific questions for organizations.

• Practice your pitch and update your resume/LinkedIn profile. There is a chance you may be asked to share your information with them, so keeping up-to-date is important!
TIPS FOR SUCCESS

• Calm your nerves. Attend ‘Panic to Power’ to learn effective strategies to turn your unease into motivated, productive energy.

• Attend the ‘How to Prepare for a Virtual Career Fair’ webinar to learn how to connect with employers and show up successfully in a virtual space.

• Test your computer sound, video, and surrounding lighting. Test a Zoom Meeting with a friend!
TIPS FOR SUCCESS

During the event:

- Dress appropriately (business-casual)
- Actively engage with the organization and demonstrate your interest in what they do (mission, vision, goals)
- Quickly build rapport with your nonverbals (smile, make eye contact, be aware of your posture)
- When asking questions, be specific about the role you are interested in and explain how your skill set matches their requirements
- Be mindful of the time and prioritize your questions
TIPS FOR SUCCESS

After the event:

• Record some notes (contact information, interesting facts, details)

• Send a brief and thoughtful thank you or follow-up e-mail

• Reflect on your experience and consider one small action step you might take

• Apply to job postings

• Need support? Attend a career preparation webinar, sign up for drop-in advising (Monday - Friday, 1-3pm), or book a one-on-one advising appointment with a career advisor through CareersOnline
TIPS FOR SUCCESS

Upcoming webinars:
Friday, May 29 – LinkedIn | 12:00 pm – 1:00 pm
Monday, June 1 – Resume and Cover Letter | 12:00 pm – 1:00 pm
Tuesday, June 2 – Job Search Strategies | 1:00 pm – 2:00 pm
Wednesday, June 3 – Designing Your Life | 2:00 pm – 3:00 pm
Thursday, June 4 – Feeling Stuck or Unsure | 3:00 pm – 4:15 pm
Thursday, June 4 – How to Prepare for a Virtual Career Fair | 12:00 pm – 1:30 pm
Friday, June 5 – LinkedIn | 4:00 pm – 5:00 pm
Monday, June 8 – Resume and Cover Letter | 12:00 pm – 1:00 pm
Tuesday, June 9 – Designing Your Life | 1:00 pm – 2:00 pm
Wednesday, June 10 – Interview Preparation | 2:00 pm – 3:00 pm

RSVP on CareersOnline
FREQUENTLY ASKED QUESTIONS

Where can I find information on which organizations will be at the fair?
- On CareersOnline! Go to Events > Career Fairs > Get Hired UBC Virtual Fair

Where can I find the Zoom link and password for each organization?
- A PDF document with the full list of organizations and their zoom link & password will be sent to you on June 9, 2020. Only students who have RSVP’d to the event will receive this information.

Can I join multiple “Booths” at once?
- No, Zoom will only allow you to join one Zoom meeting “Booth” at a time

What are Zoom Breakout Rooms?
- This feature allows participants in a Zoom meeting to be assigned into smaller groups. Some organizations may use this feature in their “booth”
FREQUENTLY ASKED QUESTIONS

What do I do if I have audio/video issues with Zoom?
• This could be caused by many factors. Check your settings. Check your internet connection. You may need to restart the router. If you are seeing a lag, and your video is on, turn video off.

Will there be a virtual Warm-Up Booth available on the day of the fair?
• Yes, Career Advisors from the Centre for Student Involvement & Careers will be available virtually. If you are unsure what to do or where to go, are feeling nervous about approaching an employer, or would value helpful tips, stop by to chat with a career coach. Meet a CSI&C staff member to help you Purpose, Prepare, Pitch, Practice and Persist!

Where will the virtual Warm-up Booth be hosted?
• The Zoom link for the virtual Warm-up Booth will be included in the PDF with all organization Zoom links and passwords.

Who can I contact if I have questions during the fair?
• Email recruit.talent@ubc.ca. Our staff will be monitoring this email during the virtual fair.